

CITY OF MILPITAS

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PUBLIC WORKS DEPARTMENT

Monthly Report – May 2018

Director's Message

In the month of May, the Public Works Department celebrated National Public Works week with City staff, and members of the community. The event celebrated the day-to-day contributions of public works professionals across the nation as they work to improve the quality of life for residents. As we turn our attention to the month of June, our attention now shifts to work activities for the summer months and preparation for the City's annual 4th of July celebration.

Walk in my Shoes...with Equipment Maintenance Worker III (Facilities Maintenance)

For this month, I got to "walk in the shoes" of one of our Equipment Maintenance Operators in charge of all maintenance operations at the Milpitas Sports Center. We began our work activities for the day with the maintenance of the three pools at the Sports Center. The jobs for that day included cleaning the pool surface, testing the water chemistry of the pool to ensure that the pools were clean enough for usage by the public, and we also backwashed the pool filters as part of the general maintenance of the pool filters. In addition to the pool maintenance, we perform routine maintenance at the sports center facility; checking on the electrical control systems and lighting. After we completed work at the sports center, we took a drive over to City Hall, to inspect and perform routine maintenance on the pumps and control systems for the water feature at City Hall. From there, we inspected the lighting controls at the senior center and the lighting controls at City Hall. While at City Hall, we performed a brief check of the HVAC controls at City Hall. After our trip to City Hall, we moved over to inspect the electrical controls, HVAC, and the heating and cooling systems for the public works and police department buildings. We also performed routine maintenance on the backup generator for these facilities.

With this month's "walk in my shoes", I gained a good understanding of the criticality of some of the equipment and control systems that Public Works staff are responsible for maintaining and operating on a daily basis, which ensures the proper functioning of our City's facilities for city staff and community members.

Accomplishments

The Department held its 2nd Annual National Public Works Week celebration on May 23 at Jose Higuera Park. Community members, City staff, and approximately 50 students from Sinnott Elementary School attended the event, which included booths discussing the importance of Public Works in everyday life, water conservation information, and demonstrations of Public Works vehicles and equipment. Guests were also treated to a bounce house and BBQ.

Streets: Completed replacement of leaning traffic signal poles at the intersections of S. Park Victoria and Landess, S. Abel and Capitol, and Jacklin Ave. and Hillview.

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| Utilities Maintenance: Sanitary System Survey with State inspectors occurred May 7-9 and the feedback from State regarding the City's water system was positive. |
| Utilities Engineering: Completed and submitted 2018 Annual Water Report to State Department of Drinking Water (DDW). 2018 ASIR compliance program letters were sent out to recycled water customers. |
| Significant Incidents, Events, & Information |
| Administration: Director and division managers attended Lucity User Group training to prepare for transition to new computerized maintenance management system (CMMS) for customer work order management. |
| Fleet: Police patrol cars have arrived and will be scheduled for build-up. |
| Streets: Staff assisted with the removal of split tree on Coyote Street, assisted with parking control for Second Harvest Food Bank event at Bob McGuire Park, and weeded Frazier Towers. |
| Parks, Trees & Landscape: Staff completed irrigation assessments at various locations throughout the City and have ordered replacement parts to complete the repairs. |
| Utilities Maintenance: Division manager attended CIWQS training in Stockton and participated in sanitary sewer pump station emergency planning webinar. |
| Utilities Engineering: Received a \$30k Grant from the Santa Clara Valley Water District for the SmartCovers Sewer Manhole Project, and the grant is scheduled to go to Council for acceptance at Council on June 19, 2018. |
| Facilities: Significant office space reorganization are underway at City Hall and Public Works Building in anticipation of new staff being hired. |
| Training |
| Traffic Control/Work Zone Safety classes were conducted for Streets/Trees & Landscape (May 2) and Utilities and Fleet divisions (May 31). |
| Fleet: Safety meetings were held with topics of General Safety and Facing Up to Stress. |

Public Works Department Monthly Report May 2018

Department Statistics

| Department Statistics | | May 2018 | April 2018 | % Change |
|---|---|-------------|---------------|--------------|
| Administration | | | | |
| Provides phone (408-586-2600), e-mail (MilpitasWorks@ci.milpitas.ca.gov) and MyMilpitas application customer service support, including work order creation and dispatch of field staff. Provides administrative support to all divisions within the Public Works Department. | | | | |
| | Number of phone calls received | 1285 | | |
| | Number of work orders created | 706 | | |
| | Public Works Customer service requests closed | 192 | 163 | 17.79% |
| | Emergency call backs responded to (<u>not</u> included in above total) | | | |
| Facilities Maintenance | | | | |
| Maintains City buildings and grounds, including building systems (plumbing, electrical, heating, air conditioning, and ventilation; and backup power). Sets up rooms for rental groups and meetings. Manages custodial and janitorial services. | | | | |
| | Facilities maintenance service requests responded to | 150 | 56 | 167.86% |
| | Service calls for mechanical repairs | 1 | 1 | 0.00% |
| | Service calls for electrical repairs | 3 | 3 | 0.00% |
| | Service calls for plumbing repairs | 4 | 7 | -42.86% |
| | Facility Set-Ups | 56 | 11 | 409.09% |
| | Office Furniture | 4 | 1 | 300.00% |
| | Door-Lock Service Calls | 2 | 1 | 100.00% |
| | Lights replaced | | 6 | - 100.00% |
| | Misc. | 63 | 26 | 142.31% |
| Fleet Maintenance | | | | |
| Maintains and repairs City vehicles and motorized equipment including police vehicles, fire apparatus, construction equipment, mowers, and communication radios. | | | | |
| | Repair Orders Completed | 58 | 44 | 31.82% |
| | Preventative Maintenance | 65 | 79 | -17.72% |
| | Total Work Orders | 123 | | |
| | Average Shop Downtime | 1.7 | | |
| | Units in Service | 630 | 630 | 0.00% |
| | New Units in Service (Licensed) | 0 | | |
| | New Units in Service (Not Licensed) | 0 | | |
| | Out of Service | 0 | | |
| | Vehicle Accidents | 1 | | |

Streets/Traffic Maintenance

Maintains the City's traffic signal system, traffic signs, street lights, paved roadways, and pavement markings in accordance with the Clean & Safe Streets program and State Code requirements. Provides sidewalk repair, right-of-way weed abatement, and graffiti removal.

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|--------------------------------------|------|------|---------|
| Miscellaneous | | | |
| Special Service Requests | 5 | 2 | 150.00% |
| Graffiti removal | 12 | 3 | 300.00% |
| Training/Safety meetings | 5 | 3 | 66.67% |
| Debris pickup | 26 | 22 | 18.18% |
| Dump runs | 2 | 6 | -66.67% |
| Traffic signals and Lighting | | | |
| Street lights maintained | 6 | 0 | |
| Street lights repaired | 4 | 22 | -81.82% |
| Traffic signals maintained | 6 | 0 | |
| Traffic control cabinets maintained | 0 | 0 | |
| Radar repairs | 0 | 0 | |
| Traffic signals repaired | 12 | 16 | -25.00% |
| USA Locates electrical | 186 | 337 | -44.81% |
| Pedestrian flashing Beacons | 0 | 2 | -100.0% |
| Streets and Sidewalks | | | |
| Pothole repair | 14 | 6 | 133.33% |
| Asphalt saw cut (Square Feet) | 467 | 578 | -19.20% |
| Asphalt repair (Tons) | 60.5 | 58.5 | 3.42% |
| Sidewalk grinding | 1 | 4 | -75.00% |
| Sidewalk replace (square feet) | 0 | 0 | |
| Signage and Pavement Markings | | | |
| Custom Signs Streets | 26 | 4 | 550.00% |
| Custom signs Fleet | 0 | 0 | |
| Custom signs facilities | 7 | 8 | -12.50% |
| Custom signs Parks | 16 | 4 | 300.00% |
| Sign repairs | 34 | 12 | 183.33% |
| New Sign installations | 2 | 2 | 0.00% |
| Red curb painting (linear feet) | 120 | 1014 | -88.17% |
| Buttons set | 0 | 0 | |
| Stenciled legends | 0 | 0 | |
| Striping (linear feet) | 0 | 0 | |

Parks, Trees and Landscape Maintenance

Maintains more than 15,400 tree sites and 125 acres of median landscaping, including City tree planting and pruning, trails, and litter control. Provides park maintenance for more than 170 acres of parkland, including playgrounds, picnic areas, athletic fields, pathways, landscaping, park restrooms, park trees, lagoons, and parking lots.

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|---------------|---|---|--------|
| Trees | | | |
| trees planted | 0 | 0 | |
| trees removed | 8 | 5 | 60.00% |

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|---|----|----|---------|
| pruned - In-house | 66 | 29 | 127.59% |
| Pruned - Contract Services | 12 | 0 | |
| trees inspected | 72 | 65 | 10.77% |
| tree stumps grinded | 0 | 5 | -100.0% |
| Roots pruned | 0 | 2 | -100.0% |
| Street Landscape and Right of Ways | | | |
| Weed abatement (# of locations) | 19 | 37 | -48.65% |
| Street Landscape Maintenance per month (# of locations) | 13 | 21 | -38.10% |
| Street landscape Irrigation Repairs | 37 | 8 | 362.50% |
| Trails Maintained | 8 | 1 | 700.00% |
| Parks | | | |
| Parks Maintained per month In House | 7 | 7 | 0.00% |
| Parks Maintained per month Contract Services | 27 | 27 | 0.00% |
| Park Irrigation Repairs | 50 | 25 | 100.00% |
| Park Vandalism Incidents | 6 | 6 | 0.00% |
| Park Lighting Repairs | 9 | 8 | 12.50% |
| Miscellaneous | | | |
| Special Service Requests | 4 | 2 | 100.00% |
| Graffiti removal | 0 | 0 | |
| Training/Safety meetings | 5 | 6 | -16.67% |
| Debris pickup | 0 | 13 | - |
| Dump runs | 15 | 0 | 100.00% |

Utility Maintenance

Operates and maintains the water distribution system, including 206 miles of water lines, 4 pumping stations, 5 storage reservoirs, and numerous pressure valves regulating 7 pressure zones, to deliver 11 million gallons per day of potable water to 19,000 accounts. Operates and maintains the sewer collection system, including 175 miles of sewer lines and 2 pumping stations to discharge 8 million gallons per day to the San Jose/Santa Clara Regional Wastewater Facility. Operates and maintains the stormwater collection system, including 105 miles of storm pipe and 13 pump stations to transmit storm water through the levees to creeks. Marks out locations of City's underground utilities (water, sewer, storm, and traffic communication fiber) to protect against construction damage to these underground assets.

| | | | |
|--|-----|-----|---------|
| Pump station repairs (water) | 1 | 2 | -50.00% |
| Pump station repairs (storm) | 3 | 5 | -40.00% |
| Pump station repairs (sewer) | 3 | 5 | -40.00% |
| Potable water samples collected and analyzed | 197 | 163 | 20.86% |
| Storm water samples collected and analyzed | 0 | 0 | |
| Water meters set | 0 | 1 | -100.0% |
| Water meters replaced | 10 | 14 | -28.57% |
| Water meters repaired | 0 | 2 | -100.0% |
| Water line repairs | 5 | 3 | 66.67% |
| Fire hydrants serviced | 1 | 0 | |
| Fire hydrants repaired | 0 | 1 | -100.0% |
| Fire hydrants replaced | 0 | | #VALUE! |

| | | | | |
|---|--|-------|-------|---------|
| | Backflow devices tested | 0 | 3 | -100.0% |
| | Backflow devices repaired | 0 | 3 | -100.0% |
| | Sewer line cleaned (ft.) | 67115 | 71527 | -6.17% |
| | Storm drain catch basins cleaned | 0 | 3 | -100.0% |
| | Storm drain catch basins inspected | 0 | 3 | -100.0% |
| | Storm line cleaned (ft.) | 0 | 0 | |
| | Underground utility locates | 75 | 54 | 38.89% |
| | Storm manhole repaired | 1 | 0 | |
| Utility Engineering | | | | |
| Provides engineering support to Utility Operations and Maintenance staff and assists with plan review to ensure protection existing utility infrastructure. Manages the City's FOG, Water Conservation, and Backflow Prevention programs. Ensure safety and operability of water, sewer, and storm water systems in compliance with regional, State, and Federal rules. Manages the City's asset management program for water, sewer, storm, and recycled water which includes detailed asset inventories, evaluating the condition of assets, and long-range planning. | | | | |
| | Water Conservation (from 2013 baseline) | | 36% | -100.0% |
| | Development Plan Reviews Completed | 9 | 9 | 0.00% |
| | Recycled water plan reviewed | | 1 | -100.0% |
| | Recycled water plans sent to State/SBWR | 6 | 6 | 0.00% |
| | Authorization letters received from South Bay Water Recycling | | | |
| | Recycled Water permits received from South Bay Water Recycling | 3 | 1 | 200.00% |
| | Recycled water plans approved by the State | 2 | | |
| | | | | |

MilpitasWorks...working for you!



Traffic Signal Replacement at intersection of Landess Avenue and South Park Victoria Drive



Traffic Signal Replacement at intersection of Landess Avenue and South Park Victoria Drive



Community members exploring Public Works equipment on display at National Public Works Week Celebration.



Public Works vehicles and equipment on display for the community at National Public Works Week Celebration.



Children exploring the Public Works Backhoe at National Public Works Week Celebration



Milpitas Community and Staff enjoying BBQ at National Public Works Week Celebration

THANK YOU'S AND ACKNOWLEDGEMENTS

Thank you so much Lori. It was a real pleasure dealing with a person working for a government agency who was genuinely helpful. I wish we could clone you many times over...

- Michael V.

Resident from Lynwood Terrace called to compliment LaDondi on his customer service. She was very happy with the service she received from the DPW, she was impressed with LaDondi's knowledge and the patience he had in sharing information with her about her water meter.

The other day I reported a hazardous tree condition in my yard. This is a City tree so I could not do the work needed to fix the problem. I had multiple large dead branches and some were extending over my neighbor's house. I reported it to the Tree Maintenance Dept. The next day to my surprise two men showed up to do the work. Their names were James and Mike. I would like to thank you for sending these two men. I have had the City trees trimmed many times in the past 33 years I have lived here but this was the most professional job ever. The dead branches were removed and the ones over my neighbor's house and the ones close to my roof were all removed. If all the work was done as this was our City would look great it would remain clean and safe for everyone and for a long time. This trimming should last quite a while...Thank you very much for responding and repairing this condition and thank you very much for sending the best. Please thank James and Mike for caring and being so professional in their work.

- Frank I.

CONTACT US

Business Hours: Monday-Friday: 7am – 5pm

Call or Text us at (408) 586-2600

E-mail us MilpitasWorks@ci.milpitas.ca.gov

(Please DO NOT e-mail urgent/emergency issues)

Urgent Issues Outside of Business Hours

(Monday-Friday 5pm - 7am, Weekends, & Holidays)

Non-Emergency Police Dispatch: (408) 586-2400

OTHER RESOURCES

For questions about utility (water, sewer, trash, or recycling) billing or setting up accounts, please contact the Finance Department at (408) 586-3100

For issues along 680, 880, 237, or the freeway on/off ramps, please contact Caltrans District 4 office at (510) 286-4444.

For issues on Montague Expressway, please contact Santa Clara County Roads and Airports at (408) 494-2750.

For dead animal pickup, please contact San Jose Animal Care and Services at (408) 794-7297.

For questions regarding Calaveras Road closure near the Calaveras Reservoir, please contact San Francisco Public Utilities Commission (SFPUC) at 866-973-1476